



Steven L. Beshear
Governor

ENERGY AND ENVIRONMENT CABINET
DEPARTMENT FOR ENVIRONMENTAL PROTECTION
200 FAIR OAKS LANE; 4TH FLOOR
FRANKFORT, KENTUCKY 40601
PHONE (502) 564-3410 / FAX (502) 564-2741

Leonard K. Peters
Secretary

R. Bruce Scott
Commissioner

KENTUCKY DRINKING WATER LABORATORY CERTIFICATION PROGRAM

**APPLICATION / INVOICE FOR KENTUCKY 2016 LABORATORY
CERTIFICATION**

Laboratory Name and Address	
Laboratory Name:	
KY Lab No.:	
Mailing Address:	
Mailing City, Zip Code:	
Physical Address:	
Physical City, Zip Code:	
County:	
Phone:	
Fax:	

Laboratory Contact Information	
Primary Contact Name:	
Email:	
Secondary Contact Name:	
Email:	

Certification Category (check all that apply)	
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Microbiology
<input type="checkbox"/> Radionuclides	<input type="checkbox"/> Cryptosporidium





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PERFORMANCE TEST STUDIES

Kentucky Division of Water (DOW) requires that all certified drinking water laboratories perform at least one successful Performance Test Study (PT Study) for each analyte-method that they are certified for. Laboratories must ensure that:

1. The method specified on the PT Study report matches the method for which the laboratory is certified in Kentucky;
2. Chemistry - WS PT Study (drinking water) is required, unless a particular analyte-method is not available – then a WP PT Study (wastewater) may be substituted;
3. Microbiology – WS PT Study (drinking water) is required;
4. Make sure that Kentucky is listed as the Certifying Authority to receive a copy of the PT Study directly from the PT Provider. **Update your PT Provider with Kentucky's NEW email for PT Study results to:**

dowptresults@ky.gov

If a laboratory receives an 'unacceptable' score for an analyte-method – then the method must be repeated using another PT Study or Rapid Return Study from any approved PT Provider.

If a laboratory receives two consecutive 'unacceptable' scores for an analyte-method – then the laboratory **must complete and submit a corrective action plan to DOW**, within 30 calendar days which specifies what steps the laboratory plans to take to correct this issue.

A complete list of Kentucky DOW approved Performance Test Providers is available on the DOW Drinking Water webpage at:

<http://water.ky.gov/DrinkingWater/Pages/CertifiedLaboratories.aspx>





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CERTIFICATION PACKAGE
(must include the following information)

IN-STATE LABORATORIES

1. Completed Application / Invoice
2. Analyte-method list including any modifications. Make sure to include Kentucky approved method codes¹ and minimum reporting limit with units
3. Quality Assurance Manual (recommend electronic submission) – see footnote²
4. Fee Payment

OUT-OF-STATE LABORATORIES

1. Completed Application / Invoice
2. Analyte-method list including any modifications. Make sure to include Kentucky approved method codes¹ and minimum reporting limit with units
3. Certifying Authority's current certificate and associated analyte-method list
4. Quality Assurance Manual (recommend electronic submission) – see footnote²
5. Fee Payment

¹ For a list of Kentucky approved methods:
<http://water.ky.gov/DrinkingWater/Pages/CertifiedLaboratories.aspx>

² Email electronic documents to DOWLabCertification@ky.gov





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FEES

Attached are the Certification Fee Tables for your use. Please check the appropriate boxes for the category and analyses for which you are requesting certification. The administration fee is mandatory if you choose to be certified for that particular category. Use the Sub-total column to transfer the associated fees. Make sure to apply for any discounts for which your laboratory is eligible. Add the sub-totals together at the bottom of the worksheet box – this is the amount owed for that category.

If your laboratory is requesting certification for both categories (Microbiology and Chemistry) please complete both worksheet boxes and add the totals together – this is the amount owed for certifications.

Discounts are available for laboratories that successfully submit all compliance sample results electronically, throughout the calendar year 2016. Laboratories that are Certified by TNI (formally NELAC) are also eligible for a discount.

ALL FEES ARE DUE BY FEBRUARY 15, 2016

Penalties are applied for applications received after the above date
Late Fee = 15% Surcharge (applications received after 2/15/2016)
Reinstatement Fee = 25% (after 3/15/2016)

Make Checks Payable to: **Kentucky State Treasurer**
Mail to: 200 Fair Oaks Lane; 4th Floor; Frankfort, KY 40601
Attn: Patrick Garrity / Division of Water





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FEES WORKSHEET (SUBMIT WITH APPLICATION)

MICROBIOLOGY

Item	Fee	√	Sub-total
Administration Fee	\$1000		
Microbiology Methods (including Cryptosporidium)	\$500		
Total Cost for Microbiology Certification	=====	=>	

CHEMISTRY

Item	Fee	√	Sub-total
Administration Fee	\$1000		
Disinfection By-Products	\$500		
Synthetic Organic Chemicals	\$500		
Volatile Organic Chemicals	\$500		
All Other Chemical Analysis Categories (includes Radionuclides)	\$500		
Total Cost for Chemistry Certification	=====	=>	

Discounts Available	Discount	√	Sub-total
Electronic Compliance Submission	10%		
TNI Accredited Laboratory	10%		
Total Discount Percentage =>			

Penalties (applied to subtotal)	Amount	√	Sub-total
Late Fee Surcharge (after 2/15/2014)	15%		
Reinstatement Fee (after 3/15/2014)	25%		
Total Penalty Percentage =>			

Total Amount Submitted: \$ _____

